



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: March 3, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	*15.7	Consent To Adoption of Child Fourteen(14) Years of Age or Older	15	03/01/08	CS- 0646, Consent to Adoption by Minor Who is Fourteen Years or Older CS- 0647, Consent by Guardian Ad Litem to Adoption of Mentally Disabled Minor Who is Fourteen Years or Older

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
Summary of Policy revisions for 15.7: *Updated as stated above to include updated form titles, purpose statement and applicable standards added to document. Minor policy review required by applicable staff.					
2.	15.11	Adoption Assistance	15	03/01/08	CS-0460 Intent to Adopt/Adoption Assistance Application CS-0674 Special or Extraordinary Rate Request CS-0513 Adoption Assistance Agreement CS-0459 Adoption Assistance Renewal Affidavit CS-0686 Notice of Denial, Termination, or Change in Adoption Assistance CS-0403 Appeal for Fair Hearing Substitute W-9 CS- 0809 Verification of Full Time School Attendance CS-0821 Certification of Eligibility for Title IV-E/State Funded Adoption Assistance
Summary of Policy revisions for 15.15: Revised Section B, C& H to include a web link for adoption assistance rates. Major policy review required by applicable staff.					

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	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
3.	16.29	Resource Home Board Rates	16	03/01/08	CS-0540 Clothing Purchase Authorization CS-0674 Special or Extraordinary Rate Request CS-0565 Daily Rate Child Placement Contract CS-0544 Resource Home Placement Checklist Substitute W-9
Summary of Policy revisions for 16.29: Supersedes DCS 16.29, 11/01/06; Revised Section B, 1, a & b: Updated the web address linking the new board rates into the policy. Major policy review required by applicable staff.					
4.	16.39	Subsidized Permanent Guardianship Agreements	16	03/01/08	CS-0719 - Intent to Obtain Subsidized Permanent Guardianship/Subsidized Permanent Guardianship Application CS-0674 - Special or Extraordinary Board Rates Request CS-0721 - Subsidized Permanent Guardianship Agreement CS-0722 - Subsidized Permanent Guardianship Renewal Affidavit CS-0720 - Notice of Denial, Termination, or Change in Subsidized Permanent Guardianship CS-0403 - Appeal for Fair Hearing Substitute W-9
Summary of Policy revisions for 16.39: Supersedes DCS 16.39, 11/01/07; Revised Section G, 1, a & b: Updated the web address linking the new board rates into the policy. Major policy review required by applicable staff.					

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**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or “word-smithing” and does not impact current practice or process).

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